






Close Reading and Annotation Cheat Sheet

1st Reading:

Read the text and annotate as you are reading, using symbols or notes in the margin. You may use the Text Toolbox Symbols from the chart as you read.

Text Toolbox Symbols <i>*For annotating text during a close read</i>	
<u>Symbol</u>	<u>Meaning</u>
	Important passages or ideas.
	Key Word or Detail
	This section summarizes the document.
	Unfamiliar vocabulary
?	I don't understand this passage / section.
!	I'm surprised by this passage / section!
	I Made a connection.
Words and Comments in the Margin	Summarize important information.

2nd Reading:

Read the text again. Stop and Jot! Pay attention to important details that lead to the **BIG IDEA** of the passage. What is the author's message? Use **context clues** to help you figure out unfamiliar words.

3rd Reading:

Identify C.A.P.P.S. (Context, Author, Perspective, Purpose, and Significance), and determine how the document adds to your understanding of the question(s) your trying to answer.